



Meeting of **Clent Parish Council** held at **7:00pm on Monday 15th June 2020**
via the online platform "Zoom".

Minutes

Present: Cllr Nick Sugden (Chairman), Cllr Drew Beaumont, Cllr David Mudie, Cllr Ed Sheppard, Cllr Andrew Sherrey and Cllr Margaret Sherrey

In attendance: County Councillor Karen May, Nick Farress (Clerk), 1 member of the public.

5105 Apologies for absence

There were none.

5106 Declarations of interest

Cllr Sheppard declared a Disclosable Pecuniary Interest in Minute 5115(b)(ii) as he is the temporary parish Lengthsman. Cllr Sheppard did not vote on this item or sign the cheque.

5107 Dispensations

There were none.

5108 Chairman and Vice Chairman

In line with provisions made under the Coronavirus Act 2020, the Council opted not to hold an Annual Meeting of the Parish Council and it was **resolved** that Cllrs Sugden and Sheppard remain in post as Chairman and Vice Chairman respectively until 17th May 2021.

Open session

The meeting was adjourned for the open session and the following reports/updates were noted.

Public comments/questions

There were no public questions.

County & District Councillor Karen May provided an update on the following :

- County Council and Bromsgrove District Council's responses to the coronavirus crisis;
- Paid tribute to the county's social care staff for their work during the current crisis;
- Increases in flytipping and litter in the district and in particular on the Clent Hills;
- Concerns for the welfare of the residents of the Britannia Hotel in Bromsgrove who are seeking asylum and the way in which the Home Office have handled the situation;
- School re-openings, the use of alternative venues and social distancing rules;
- Drug activity on the Clent Hills at night and the discarding of nitric oxide capsules;
- Installation of yellow lines in Hagley Wood Lane.

District Councillor Margaret Sherrey provided the following updates:

- Refuse collection services remain unaffected by the current crisis;
- Bulky waste services resumed;
- Bromsgrove District Council's support for businesses and high streets.

5109 Minutes

It was **resolved** that the minutes of the Parish Council Meeting held on 16th March 2020 be agreed as a true record of the proceedings and signed by the Chairman.

5110 Clent Covid-19 Support Group

The Chairman confirmed that the Support Group had received £4000 of parish council funding with another £1000 left to draw on should this be necessary. The Group would be invited to the next physical parish council meeting to set out how the money was spent and the potential continuation of the Group in a different form.

5111 Policies and Procedures

It was **resolved** to re-adopt the following council policies and procedures for the current council year until May 2021.

- (a) Financial Regulations
- (b) Standing Orders
- (c) Risk Schedule
- (d) Asset Register, with the addition of the white gates and the removal of the office telephone and Western Road bench.

5112 Internal Auditor's Report

It was **resolved** to approve the Internal Auditor's report on the 2019/20 accounts. There were no areas of concern or recommendations.

5113 Annual Governance and Accountability Return (AGAR) 2019/20: Annual Governance Statement (*)

It was **resolved** to approve the 2019/20 Annual Governance Statement which is Section 1 on the AGAR and agree that the Chairman and Clerk sign the document and forward this to the external auditor in line with the Accounts and Audit Regulations for parish councils.

5114 Annual Governance and Accountability Return (AGAR) 2019/20: Accounting Statements (*)

It was **resolved** to approve the 2019/20 Accounting Statements which is Section 2 on the AGAR and agree that the Chairman and RFO sign the document and forward this to the external auditor in line with the Accounts and Audit Regulations for parish councils.

5115 Finance

a) It was **resolved** to ratify payments made in April and May 2020 (as advised to Councillors by e-mail and cheques signed by Cllrs Andrew Sherrey and Margaret Sherrey) – see schedule attached to these Minutes at Appendix 1.

b) It was **resolved** to pay the following for June 2020:

(i) Clerk salary & expenses	£668.53
(ii) Mr Ed Sheppard Lengthsman	£404.00
(iii) Mr John Benner Internal Auditor	£290.00
(iv) Field Caretaking (SB - work in 2019/20)	£1000.00
(v) Vision ICT .gov renewal Aug 2020 – July 2022 (2 yrs)	£96.00

(c) The budget monitoring report was incorrect as it showed the 2019/20 figures. The Clerk would correct this and forward to councillors after the meeting. (The corrected version is attached to these Minutes at Appendix 2).

(d) To consider and approve the monthly bank reconciliation noting a balance of £75,712.86 as at 31st May 2020 (attached to these Minutes at Appendix 3).

5116 General Maintenance and Highway Matters

The following items were discussed:

- (a) Cllr Sugden reported that there were some trees on the path leading away from the pool that needed to be cut back. Cllr Sheppard said that this was in hand.
- (b) Parking outside Clent Nurseries was a problem now the site was open. County Cllr May would speak to the owner again about the problem as was keen to avoid yellow lines as they are an eyesore.
- (c) The moss and overgrowth on the island is still present and County Cllr May would ask highways to attend to this as soon as possible.

5117 Field Maintenance and Play Areas

The following items were discussed:

- (a) Installation of the new playground surfacing – the old surfaces need scraping out before the new chippings can be laid, so manpower is being organised by Cllr Sheppard to do this.
- (b) Bench cleaning – Cllr Sheppard has this in hand and once the benches have been jet washed they will be treated with wood stain. It was **resolved** to replace the bench beside the table tennis table as it was missing an arm. County Councillor May offered to pay for a new bench which was accepted with thanks. Prices would be obtained and forwarded to Cllr May.
- (c) The Clerk reported that there had not been any further quotations on the artificial grass installation on the football field as a lot of suppliers had not responded.
- (d) One of the litter bins in the park had been set on fire causing the plastic casing to melt. The bin has already been replaced by BDC.
- (e) It was noted with regret that the grass cutting contractor had been in a serious accident and was in hospital. The Council wish him well for his recovery. It was therefore **resolved** to engage the Clent Cricket Club to cut the grass for £325 per month from the 1st July 2020 until further notice. Cllr Sheppard would deal with any roadside hedges or verges in his role as Lengthsman.
- (f) The annual report from RoSPA was considered. The two main issues were the surfacing which is in hand, and the poor state of repair of the bench and one of the picnic tables by the table tennis table. It was **resolved** to purchase a new picnic bench rather than repair the broken one subject to cost and prices would be obtained.
- (g) Other field maintenance and play area matters discussed were:

(i) It was **resolved** that an additional litter bin be purchased and placed at the far end of the football field behind the goalposts subject to cost. The Clerk would contact BDC to progress this and report back to the next meeting with prices.

(ii) Cllr Bates reported that he has received an offer from a parishioner to print and install some “take your litter home” signs in the recreation field areas. It was agreed to gratefully accept this offer and that the Clerk would contact the parishioner to take this forward.

(iii) Cllr Sheppard suggested that now might be a good time for WCC to carry out the repairs to the collapsed pipe in the field and deal with the silt traps. County Councillor May would liaise with WCC Highways.

5118 Planning

Cllr A Sherrey advised that the Four Stones Restaurant application for by-folding doors was largely retrospective, and any noise nuisance as a result should be reported through Environmental Health.

5119 Parish Litter Pick

Cllr Bates reported that a village litter pick had taken place during the previous week and over 40 volunteers from the parish took part. The community group (formed to support residents through the coronavirus outbreak) are looking to continue with litter picks with weekly picks taking place in designated streets, and a daily pick on the recreation field. The group are being supplied with equipment and bags by BDC and the Parish Council would support.

5120 Parish Magazine

The next article would be the 2019/20 Finance Report, and Cllr A Sherrey would write an article about trees in the parish for the August edition.

5121 Councillors' reports and items for the next agenda

(a) Cllr Sugden reported that he had attended a recent CALC Executive meeting via Zoom. The subjects under discussion included bullying, Covid-19 support to community groups from parish councils, training and CALC finances.

Date of Next Meeting

The date of the next ordinary Parish Council Meeting is the **20th July 2020** at 7.00pm, either at the Parish Hall or via Zoom.

The meeting closed at 8.10pm

Signed as a true record:

Chairman

Date _____